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The Maryland Historical Soc.
Charter, constitution, and
by-laws

CHARTER, CONSTITUTION,
AND BY-LAWS

CHARTER, CONSTITUTION,
AND BY-LAWS

THE MARYLAND HISTORICAL SOCIETY

OF

THE MARYLAND HISTORICAL SOCIETY



JOHN MURPHY COMPANY

CHARTER, CONSTITUTION, AND BY-LAWS

CHARTER.

OF

THE MARYLAND HISTORICAL SOCIETY



BALTIMORE
JOHN MURPHY COMPANY

1901.

CHARTER, CONSTITUTION,
AND BY-LAWS

THE MARYLAND HISTORICAL SOCIETY

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JOHN MURPHY COMPANY
BALTIMORE
1891

CHARTER.

LAWS OF MARYLAND, DECEMBER SESSION, 1843, CHAPTER 312.

An act to incorporate the Maryland Historical Society.

WHEREAS, sundry citizens of Maryland, have associated for the purpose of collecting, preserving and diffusing information relating to the civil, natural and literary history of this state, and to American history and biography generally; and have applied to this general assembly to incorporate said association.

SECTION 1. *Be it therefore enacted by the General Assembly of Maryland*, That Brantz Mayer, John P. Kennedy, John H. B. Latrobe, Robert Gilmor, John V. L. McMahon, Charles F. Mayer, Frederick William Brune, jun'r, Sebastian F. Streeter, John L. Carey, George W. Dobbin, John Spear Smith, Bernard U. Campbell, William G. Lyford, Stephen Collins, Fielding Lucas, John J. Donaldson, Robert Cary Long, William A. Talbot, Severn Teackle Wallis, Charles J. M. Gwinn, Joshua I. Cohen, John S. Sumner, members of said association, and their present and future associates and their successors, be and they are hereby constituted and created a body politic and corporate, by the name of "The Maryland Historical Society," and by that name shall have perpetual succession, with all the faculties and liabilities of a corporation, and may for and to promote the declared objects aforesaid of said association, acquire and hold, and at pleasure, alienate, chattels and real property and real estate, and may

CHARTER OF

acquire the same by devise or bequest, or otherwise ; *provided*, that the value of such acquisitions at any one time held shall not exceed fifty thousand dollars, and may have and use, and at discretion, change a common seal ; may ordain by-laws, rules and regulations, such as said corporate body may deem proper, not inconsistent with this act or the law and constitution of this State, or of the United States ; and in like manner may establish a constitution for said corporate body.

SEC. 2. *And be it enacted*, That the said corporate body may have such officers or managers and otherwise (who shall exercise the powers conferred on this corporation) as may be instituted and designated by the by-laws or constitution aforesaid, and to be elected at such times and for such period and in such manner and with such qualifications and duties and powers as the said by-laws or constitution of the Society may prescribe.

SEC. 3. *And be it further enacted*, That the said corporation shall be deemed to have the power at any time hereafter to procure and collect a general and miscellaneous library, to be controlled and availed of according to the rules and provisions in the constitution or by-laws of the corporation.

LAWS OF MARYLAND, DECEMBER SESSION, 1844, CHAPTER 198.

A supplement to an act entitled, an act to Incorporate the Maryland Historical Society.

Be it enacted by the General Assembly of Maryland, That the Maryland Historical Society be, and it hereby is authorized and empowered to establish and maintain a Gallery of the Fine Arts, and also to establish or cause to be delivered public lectures on the fine arts, or on literary or on scientific subjects.

THE MARYLAND HISTORICAL SOCIETY.

LAWS OF MARYLAND, DECEMBER SESSION, 1845,
CHAPTER 122.

An act to incorporate the Athenæum.

WHEREAS, certain individuals in the city of Baltimore, have subscribed, and agreed to contribute, as a free gift, a large sum of money for the purpose of purchasing a lot in said city, and erecting thereon an edifice to be called the Athenæum; *and whereas*, said subscription has been made upon the express condition, that the said lot and edifice shall be devoted to scientific, literary and artistical purposes, under the direction of the Library Company of Baltimore, and the Maryland Historical Society; *and whereas*, before obtaining said subscription, it was expressly agreed between said Library Company and Historical Society, that in case either institution should be dissolved or should, without consent of the other, sell, dispose of, or mortgage its interest in said property, or in case the interest of either should be sold under execution or by any other process of law, then immediately on the happening of any of said events, the whole interest of such institution in said property shall cease, and shall immediately vest in the other; *and whereas*, it might be destructive of the welfare of one of said institutions, if the interest of the other in said property should be conveyed or sold to other uses than are intended as above stated, and it is right and proper that said property shall be preserved for the uses intended by said donors; *and whereas*, in order to preserve the legal title in and to said property, for the use and benefit of said Library Company and Historical Society, according to the foregoing agreement, and any other lawful agreement which may now exist or be hereafter entered into between them, their application has been made to the General Assembly for this act of incorporation—therefore,

CHARTER OF

SECTION 1. *Be it enacted by the General Assembly of Maryland*, That Robert Gilmor, Benjamin C. Ward, Johns Hopkins, Samuel W. Smith, James McHenry Boyd, George W. Dobbin, John Spear Smith, Brantz Mayer, Osmond C. Tiffany, Charles J. M. Eaton, and Chauncey Brooks, be and they are hereby created a body corporate, by the name of the Athenæum, with power to take, hold and dispose of any lot in the city of Baltimore which may be purchased, and any building which may be erected thereon, with money subscribed as aforesaid, or which may hereafter be given, for the use and benefit of said Library Company and Historical Society, subject to the agreement hereinbefore mentioned, and to any other lawful agreement now existing, or hereafter to be made between said Library Company and Historical Society, as to the use, erection, management, direction, disposal and conveyance of said land, lot and building.

SEC. 2. *And be it enacted*, That the above-named persons be and they are hereby appointed trustees of said Athenæum, with power to act as such, until others are elected in their place, as provided in the next following section.

SEC. 3. *And be it enacted*, That in each and every year, the Library Company of Baltimore, and the Maryland Historical Society shall each elect, in such manner and at such time as said Library Company and Historical Society by by-laws, by each respectively to be made, shall direct, three trustees of said Athenæum, who shall act as such for one year and until others are elected in their place.

SEC. 4. *And be it enacted*, That if either the said Library Company or Historical Society shall be dissolved, or shall in any manner forfeit or lose the right and interest in and to said lot or building, as provided for in the agreement recited in the preamble to this act, then, from and after such period, said Athenæum shall hold said property for the sole use and

THE MARYLAND HISTORICAL SOCIETY.

benefit of the other institution, and under its direction and at its disposal, and such other institution shall have the sole right and power of electing annually, in pursuance of a by-law or by-laws to be made by it, the whole of the trustees of said Athenæum.

SEC. 5. AND WHEREAS, there is reason to believe that a portion of the above-mentioned subscriptions was made with a view to the accommodation of the Mercantile Library Association of Baltimore, in the building to be erected as aforesaid; therefore, *be it enacted*, That said Library Company of Baltimore and the Maryland Historical Society, shall have full power and authority to make such arrangement as may be practicable for the permanent accommodation, in said building, of the said Mercantile Library Association of Baltimore.

SEC. 6. *And be it enacted*, That said lot and buildings, so long as they shall be occupied by said institutions or either of them, and be devoted to the purposes set forth in the preamble to this act, shall be exempt and are hereby exempted from taxation and public assessment.

CONSTITUTION OF

CONSTITUTION.

(ADOPTED NOVEMBER 26, 1900.)

ARTICLE I.

1. This Society, by the Act of the General Assembly of Maryland incorporating it, passed December Session, 1843, Ch. 312, is styled THE MARYLAND HISTORICAL SOCIETY.

2. It has been formed, as declared by its charter, for the purpose of collecting, preserving and diffusing information relating to the civil, natural and literary history of the State of Maryland, and to American history and biography generally. It is also authorized, by an Act of Assembly, of 1844, Chapter 198, to establish and maintain a gallery of the fine arts, and to establish, or cause to be delivered, public lectures on the fine arts, or on literary or scientific subjects.

ARTICLE II.

1. The Society shall consist of active, associate, corresponding and honorary members.

2. An active member shall be a citizen of the State of Maryland, who shall have been elected and shall have qualified.

3. An associate member shall be a person, not eligible to active membership, who, desiring to enjoy the benefits of the Society and the privileges of its rooms, shall have been elected and shall have qualified.

4. A corresponding member shall be one, who, not being a resident of the State of Maryland, will co-operate with the Society in furthering its interests and, who having been elected, shall have qualified by a written acceptance.

THE MARYLAND HISTORICAL SOCIETY.

5. An honorary member shall be a person eminently distinguished for historical, literary or scientific attainments, who, having been elected, shall have qualified by a written acceptance. The number of honorary members shall not at any one time exceed twenty.

ARTICLE III.

1. The officers of the Society shall be a President, three Vice-Presidents, a Corresponding Secretary, a Recording Secretary and a Treasurer, who shall be elected by ballot at each annual meeting.

2. There shall also be elected by ballot at each annual meeting, six Trustees of the Athenæum conformably to the provisions of the Act of General Assembly of 1845; Chapter 122.

Also,

A Committee of five on the Gallery ;

“ “ seven on the Library ;

“ “ three on Publications ;

“ “ three on Finance ;

“ “ three on Membership ;

“ “ six on Genealogy and Heraldry ;

“ “ three on Addresses, &c.

All of which officers, trustees and members of committees shall be active members of the Society.

3. The seven elected officers, together with one of the Trustees of the Athenæum, and one from each of the seven committees enumerated in Section 2 of this Article, shall together form the Council or Governing Board of the Society.

4. It shall be the duty of the Trustees of the Athenæum and of the several committees to meet, at the rooms of the Society at three o'clock on the first Saturday following the annual meeting, and then, or at an adjourned meeting, the said trustees and each of said committees shall select one of

CONSTITUTION OF

its members to be a member of the Council, and promptly notify the Recording Secretary of such selection.

Immediately after the annual election the Recording Secretary shall notify each of said trustees and each member of said committees of the meeting as above provided for, but, at the pleasure of said trustees, or of any of said committees, the selection of said members of the council may be made at some other time or place.

If said trustees or any of said committees should fail to notify the Recording Secretary of its selection of a member of the council at or before the March meeting of the Council, then it shall be the duty of the Council at such meeting to fill any vacancies that may thus exist.

5. Should a vacancy occur in any of the offices, committees or among the trustees by death, resignation or otherwise, it may be filled temporarily by a vote of the Council, which shall be valid until the annual meeting, unless at a stated meeting it be ordered by the Society that an election to fill the vacancy be held at the next stated meeting, in which case due notice shall be given by the Recording Secretary.

6. All officers, trustees and committees so elected or appointed shall hold office until the election or appointment of their successors.

7. The duties of the officers, council, trustees and committees shall be set forth in the by-laws.

8. Nominations for the officers, trustees and members of committees named in this Article shall be made *viva voce* at the stated meeting in January and shall be registered by the Recording Secretary.

9. Further nominations may be subsequently made in writing, over the signatures of five active members, providing the same be placed in the hands of the Recording Secretary within ten days after the said stated meeting in January, and said further nominations shall be incorporated with the nominations previously made and shall be sent by the Recording

THE MARYLAND HISTORICAL SOCIETY.

Secretary to all active members, and no other nominations shall be permitted.

ARTICLE IV.

1. The annual meeting of the Society shall be held on the second Monday of February, in each year. Stated meetings for the transaction of ordinary business and the reading of papers shall be held on the second Monday of every month, except July, August and September.

Special meetings may be called by the President, or in his absence by a Vice-President, when occasion may make it desirable, and shall in like manner be called upon the written requisition of ten active members. The call shall state the object of the meeting, and no other business shall be entertained thereat.

2. At an annual or special meeting twenty active members shall be necessary to form a quorum. At a stated meeting a quorum shall consist of ten active members.

ARTICLE V.

1. At any stated meeting of the Society a ballot may be held for those candidates for active, associate or corresponding membership, whose names have been entered in the nomination book by an active member of the society or by his written authority, and have been, by the Recording Secretary, announced at a previous stated meeting.

2. The Society may elect honorary members at the stated meeting at which their names are presented in the manner prescribed in the by-laws.

3. In the election of members of every grade, and upon all questions before the Society, active members only shall be entitled to vote, and in balloting for membership, three negative votes shall exclude.

4. The Corresponding Secretary shall promptly notify members of every grade of their election. A written reply

CONSTITUTION OF

accepting such membership is essential to the placing of the member's name on the rolls of the Society.

5. Active and associate members, who accept membership shall be required to pay the dues of one year before becoming entitled to the privileges and benefits of the Society. A failure to make such payment within sixty days from the date of mailing the notice of election will cancel such election.

6. Active and associate members shall pay annually five dollars, which shall be due on the first day of January in every year, in advance. The fee of five dollars paid by such active and associate members as may be elected at the stated meeting in October, November or December, shall be in full of their dues for the year commencing on the first of January following, but they shall not be entitled to any publication issued by the Society prior to said last-mentioned date.

7. Any active or associate member in arrears for dues for six months shall be reported by the Treasurer to the Recording Secretary, whose duty it shall be formally to notify the delinquent with a copy of this section of the constitution. If after such notice the dues still remain unpaid at the end of the fiscal year, he shall thereupon, *ipso facto*, cease to be a member, and the Recording Secretary shall report the facts to the council and shall at once strike the name of the delinquent from the rolls of the Society and notify the Treasurer thereof.

Such delinquent shall not again be eligible for membership without full payment of the arrearages due at the time his name was dropped from the rolls; provided, that within one year the council may, on payment of all dues, restore such delinquent to membership.

8. No member shall receive any publications of the Society issued in any fiscal year for which he has not paid full dues.

9. On the payment of the sum of five dollars, corresponding members may become entitled to receive all the publications of the Society for the current year.

THE MARYLAND HISTORICAL SOCIETY.

10. All resignations of membership shall be in writing addressed to the Recording Secretary. No resignation shall be accepted unless all dues have been paid.

ARTICLE VI.

The custody of the corporate seal is entrusted to the Recording Secretary, who shall use it in attesting the signature of the President or Executive Officer, or as the Society may direct.

ARTICLE VII.

This constitution may be amended from time to time as the Society may deem proper, at a stated meeting or at a special meeting called for that purpose, but the amendments then to be acted on shall have been proposed and spread upon the minutes at a stated or special meeting, held not less than two weeks earlier, and the Recording Secretary, in his notice of the meeting at which they are to be acted on, shall state that amendments to the constitution will be then before the meeting for its action. An affirmative vote of two-thirds of the members present shall be necessary for the adoption of any amendment to this constitution.

ARTICLE VIII.

This constitution shall go into effect on the first day of January, A. D., 1901, provided that all existing officers, trustees and committees shall hold their respective positions until and including the annual meeting of February, 1901, and provided that the provisions relating to the council shall go into effect on the night of said meeting.

BY-LAWS.

(ADOPTED NOVEMBER 26, 1900.)

I.

The President shall preside at all meetings of the Society and of the council. In his absence one of the Vice-Presidents, if one be present, or if not, some member of the council shall preside.

II.

The Council, as the governing body of the Society, shall meet monthly on the Thursday preceding the stated meeting of the Society and at other times on the call of the President or of three members of the council. Five members of the council shall be a quorum.

It shall appoint a suitable person as Assistant Secretary and Librarian and such other employees as may be found expedient, shall fix their terms of service and their compensation, and shall prescribe their duties.

It shall regulate the amount of funds which may be expended and shall determine upon the expediency of any work the various committees or the Trustees of the Athenæum may recommend, which shall be undertaken only by its authority and direction.

It shall make and preserve in a book full minutes of its proceedings, and shall submit to the Society at the annual meeting a written report of the work accomplished during the preceding year, with a statement of the membership of the Society, giving the gains or losses of membership during the year.

THE MARYLAND HISTORICAL SOCIETY.

It shall determine the exchange-list and distribution of the publications of the Society and shall fix the prices of the same.

- It shall, as soon as may be after the annual meeting, publish the annual report with list of members of all grades and their respective post-office addresses. A copy of such report shall be sent to every member of every grade, together with a slip of acknowledgment, to be returned with the correct address of the recipient.

III.

The Corresponding Secretary shall conduct the correspondence of the Society. He shall notify new members of their election, and shall advise the Recording Secretary of the acceptance of membership.

He shall have filed and indexed all communications received by the Society, and shall preserve and have indexed copies of all letters he may write on behalf of the Society.

It shall be his duty at all stated meetings, to announce such donations and deposits as have been received since the last announcement, and to inform the Society in regard to the correspondence carried on since the previous meeting.

IV.

The Recording Secretary shall keep minutes of all meetings of the Society, and duly enter the same upon the minute book. The record therein of all elections, resolutions, orders and other proceedings of the Society shall be full, accurate and thoroughly indexed.

He shall, at the opening of every stated meeting, read the minutes of all preceding meetings which have not already been approved, and shall note any corrections ordered therein, or the approval of the minutes as read.

He shall have the custody of the records of the Society and of the roll of its members. These shall be at all times accessible to the council.

BY-LAWS OF

He shall give due notice of every meeting of the Society.

- He shall, not later than ten days before the annual meeting, mail to every active member of the Society a notice announcing the annual meeting and election of officers to take place on the second Monday in February following, and shall enclose therewith a list of all candidates nominated under the provisions of Article III, Sections 8 and 9 of the Constitution. The names of the candidates shall be arranged in alphabetical order under the headings of the offices for which they are nominated, stating the number to be voted for.

He shall duly notify all officers, trustees and members of committees of their election or appointment.

V.

The Treasurer shall receive and keep deposited to the credit of THE MARYLAND HISTORICAL SOCIETY, in one or more banks or banking institutions, to be approved by the Council, all uninvested funds belonging to the Society and shall have the custody of its securities.

He shall give bond with security to be approved by the Council in such amount as shall from time to time be determined by the Council, the cost thereof, if any, to be borne by the Society.

He shall pay all such sums as may be due by the Society when approved by the President or by the Chairman of the Trustees of the Athenæum or of a committee having an appropriation to its credit.

He shall keep in proper books provided for the purpose accurate accounts of all receipts and disbursements, and shall render at the annual meeting of the Society a properly balanced statement of his accounts for the last fiscal year, accompanied by the proper vouchers. He shall submit at the same time an account of the invested funds of the Society.

THE MARYLAND HISTORICAL SOCIETY.

This statement shall be submitted to the Council for its information at its regular meeting immediately preceding the annual meeting of the Society.

The fiscal year of the Society shall close on the thirty-first day of December.

The Society at its annual meeting shall appoint, in such mode as it shall determine, a committee of three active members, not members of the Council to audit the accounts of the Treasurer, and report at the next stated meeting of the Society.

The vouchers of the Treasurer after being audited and found correct shall be filed, with such books of account as are no longer in current use, and stored in the Society's fire-proof vault.

VI.

The Assistant Secretary and Librarian shall keep a list of the members of the Society and shall send out bills for their dues.

He shall keep a cash book of account with the Treasurer, which shall be balanced monthly by that officer.

He shall be the custodian of the Athenæum building, the library, the gallery and all collections of the Society, under the instructions of the council and the direction of the chairmen of the standing committees of the library and gallery, and of the Trustees of the Athenæum.

He shall have the direction of the assistants and employees, and shall see that they attend promptly at the hours designated and devote their time diligently to the duties assigned to them.

He shall arrange and keep in good order all books, documents, pamphlets, maps, manuscripts and contributions of every kind made to the library, cabinet or gallery, whether by purchase or otherwise, and shall at once enter them in the several accession books, showing date of reception and price, or name of the donor or depositor, if acquired otherwise than by purchase.

BY-LAWS OF

All accessions shall be laid before the Society at the stated meeting following their reception, and shall be shelved, and catalogued as soon as possible thereafter. A marginal note opposite each entry in the accession books will be made to indicate the date of carding and the catalogue where the card will be found.

All gifts or deposits for the library, cabinet or gallery shall be recorded in the order of their reception in a clearly distinct and legible hand, with the name of the donor or depositor, in a book distinct from the general accession book; a marginal note opposite each entry must be made to indicate the date of formal acknowledgment.

The Librarian shall permit no pamphlet, newspaper, map, manuscript, engraving, work of art nor any article belonging to the Cabinet to be taken from the Society's rooms.

Active and associate members are permitted to take bound books from the library, under rules laid down by the committee on the library, but a sound discretion should be used by the Librarian, who has authority to decline the loan of any rare or particularly valuable book, or of any work of constant reference. A record of all books loaned to members shall be kept with date of issue and return.

The privilege of the Society's rooms and the use of its collections are reserved to members. Visitors are always welcome; their presence at the meetings of the Society when papers are to be read is cordially invited, and the gallery is always open to them at regular hours. The use of the library, the files of papers, periodicals, records or manuscripts may be accorded to persons, who are not members, under such regulations as the council may from time to time prescribe.

The Librarian shall prepare and maintain a list by author, subject and title of all papers read before the Society, and such list shall show where such original paper, or the filed copy thereof, can be found.

He shall make a monthly report in writing to the council.

THE MARYLAND HISTORICAL SOCIETY.

He shall keep an account of the publications of the Society, and their distribution, in form to be approved by the council. A statement of the condition of this account shall be made to the council annually and oftener if required.

VII.

The Trustees of the Athenaeum, conformably to the provisions of the Act of Assembly of 1845, Chapter 122, shall have charge of the Athenaeum building, direct, as a committee of the Council, all expenditures for its protection and repair, and provide for its heating, lighting, and furnishing.

VIII.

The Committee on the Gallery shall have charge of the gallery of art belonging to the Society. It shall admit no deposit of works of art therein nor permit the removal of any object once within its custody, except in accordance with rules laid down by the Society, or by the council.

It may establish, subject to the approval of the council, rules for the management of the gallery, its exhibitions and custodianship.

IX.

The Committee on the Library shall have charge of the library, reading-rooms and fire-proof rooms of the Society, with their contents.

It shall provide suitable shelves, cases, and fixtures for the proper safe-keeping, arrangement and display of the books, manuscripts and such other collections of the Society as do not appertain to the charge of the Committee on the Gallery.

It shall have power to make purchases of books, newspapers, periodicals, prints, maps and manuscripts, to bind, re-bind and repair the same, as it may deem advisable, but it shall not

BY-LAWS OF

exceed in such expenditures the amount which shall have been appropriated by the Council and placed to its credit with the Treasurer, to whom it shall certify its expenditures, for payment.

It shall, subject to the approval of the Council, make, alter and amend rules and regulations governing the use of the library and the hours during which it shall be open.

It shall supervise the work of the Librarian and his assistants and shall see that their several duties are properly performed, and especially that the work of cataloguing the collections be continued and faithfully maintained.

It shall require all cases to be kept locked, The Librarian or his assistants must themselves open the cases to procure books as required and no other person shall replace the books upon the shelves.

It shall keep a minute of its proceedings and a record of the bills which it certifies to the Treasurer.

X.

The Committee on Finance is charged with the duty of safely investing in the name of the Society all pecuniary bequests and donations made to the Society, as also any other funds available for investment. It shall report any action taken by it to the next stated meeting of the council.

It shall, within two weeks after the close of the fiscal year, examine in conjunction with the Treasurer, the securities belonging to the Society in the hands of that officer and shall certify in its annual report the fact of such examination, the condition of the securities and any recommendations it may see fit to offer in connection therewith.

It shall be the duty of this committee to consider and report upon the ways and means of providing for any extraordinary requirements of the Society, whether for matters of alteration or repair of the Athenaeum building, for desirable acquisitions

THE MARYLAND HISTORICAL SOCIETY.

to the Society's collections, or generally for any purposes of the Society that may be referred to it.

XI.

The Committee on Membership shall scrutinize the nominations for membership in every grade, with a view to the advancement of the interests of the Society, and may report to the council at any time.

It shall be especially prompt and careful in considering the qualifications of candidates for the grade of honorary membership, nominations for which grade shall be made only to the Council, and be by it reported to this committee, which shall not recommend a candidate for such grade unless it be the unanimous opinion of the committee that he is eminently distinguished, as required by Article II of the Constitution. Its findings in regard to candidates for such grade shall be reported to the Council and not to the Society. If the report be favorable, the President will present the name of the candidate for ballot at the next stated meeting of the Society. If the report be unfavorable, the nomination lapses and no ballot shall be taken.

XII.

The Committee on Publication shall examine every paper read before the Society and shall, without unnecessary delay, report to the Council as to the expediency of publishing the same, being guided in its recommendations in this regard by the view of maintaining for the Society's publications a high degree of literary excellence.

All motions to print an address or other paper shall be in course referred to this committee for its consideration and report to the council.

BY-LAWS OF

It shall conduct and supervise the publication of such papers as the Society or the Council may direct to be published and shall certify its bills so incurred to the Treasurer for payment, but it shall not exceed in its expenditures the amount placed to its credit for such purpose by the Council.

XIII.

The Committee on Genealogy and Heraldry shall aid the Council in matters relating to such subjects. To it shall be referred questions bearing thereon and especially shall it co-operate with the Committee on Publication regarding the publication by the Society of any such matter.

It shall devise and recommend to the Council a system by which searches of the records in possession of the Society may be made available as a source of revenue.

It shall have power to associate with its elected members other members of the Society, of any grade suitably qualified, for the purpose of more promptly aiding investigation and of dividing the labor necessarily involved.

XIV.

The Committee on Addresses is charged with the duty of arranging, subject to the approval of the President, for papers to be read before the Society.

It shall be its endeavor to procure a suitable paper for each stated meeting from October to May, both inclusive, except for the date of the annual meeting.

It shall advise the speaker as to the time at his disposal, which should not exceed fifty minutes. When a paper is of greater length than can be read in that time, its abridgement for oral delivery must be insisted on, although when referred to the Committee on Publication it should be so committed in complete form.

THE MARYLAND HISTORICAL SOCIETY.

All papers whether original or translated, read before the Society, shall be the property of the author or translator, but a copy of every such paper is to be left with the Recording Secretary. If the author cannot conveniently supply the copy, he is expected to facilitate such copy being made by the Society itself, and the Society shall have the right to publish it, should it see fit so to do, provided there be no agreement to the contrary.

Twenty-five copies of any paper hereafter published by the Society shall be given to the author thereof, should he desire to have them. They shall be delivered to him at one time and upon his receipt.

No papers, manuscripts, or other unpublished matter, belonging to the Society or deposited with it for safe-keeping, shall be given to the public or permitted to be copied for publication, until written application has been made to the President for permission therefor, nor until the consent of the Council has been given thereto.

XVI.

Every member who has actually paid full dues for the current year beginning on January first, shall receive one copy of every publication of the Society issued during such year.

XVII.

The Trustees of the Athenæum and the several committees provided for in section two of Article III of the Constitution shall make a report in writing to the Society, at its annual meeting, of their proceedings for the preceding fiscal year, and for the information of the Council, said reports, or copies thereof, shall be submitted to it at or before its meeting next preceding the annual meeting.

BY-LAWS OF

XVIII.

Amendments to these By-Laws shall, when proposed, be referred to the Council for its consideration and it shall report to the next stated meeting of the Society.

When any proposed amendment of these By-Laws is to be voted upon, due notice of the proposed amendment shall be given by the Recording Secretary in the notice of the meeting.

An affirmative vote of two-thirds of the members present shall be necessary for the adoption of any amendment to these By-Laws.

ORDER OF BUSINESS AT STATED MEETINGS.

- I. Minutes to be read and approved.
- II. Announcement of donations, deposits, &c., for the library, cabinet and miscellaneous collections.
- III. Nomination of candidates for corresponding, associate and active membership.
- IV. Election of members previously nominated.
- V. Correspondence.
- VI. Reports of committees.
- VII. Necrology.
- VIII. Miscellaneous business.
- IX. Addresses, &c.

ORDER OF BUSINESS AT ANNUAL MEETINGS.

- I. Announcement of nominations by the Recording Secretary.
- II. Appointment of tellers to conduct the election.
- III. Collection and count of ballots.
- IV. Annual report of the Council.
- V. Annual report of the Treasurer.

THE MARYLAND HISTORICAL SOCIETY.

- VI. Annual report of the Trustees of the Athenaeum.
 - VII. Annual report of the Committee on the Gallery.
 - VIII. Annual report of the Committee on the Library.
 - IX. Annual report of the Committee on Publication.
 - X. Annual report of the Committee on Finance.
 - XI. Annual report of the Committee on Membership.
 - XII. Annual report of the Committee on Genealogy and
Heraldry.
 - XIII. Annual report of the Committee on Addresses.
 - XIV. Announcement of result of the ballot.
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